

## DETAILED INSPECTION CHECKLIST

- 053 EMPLOYEE DEVELOPMENT  
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- 053 00 GENERAL
- 053 00 001 Does each command formally assign Human Resources Development Strategic Advisor duties to a local Installation employee?  
Reference  
DoDI 1400.25 vol 410.3a
- 053 00 002 Does the command conduct an annual training needs assessment that shows programing, budget, operation, evaluation and improvement of training, education and professional development activities.  
Reference  
CFR 410.201; DoDI 1400.25 vol 410.3a; SECNAV 12250.6A, Civilian Human Resources Management in the Department of Navy (DON); DON Guidance on Civilian Human Resources; (HR) Roles and Responsibilities, 25 April 2013; SECNAV 12410.25.5.F; Department of Navy (DON) Civilian Human Resources Manual (CHRM) 410; 410.5.K
- 053 00 003 Does the plan demonstrate sufficient resources to meet immediate and long-rank training requirements for the workforce?  
Reference  
5 CFR 410.201; DoDI 1400.25 Vol 410.3.A; SECNAV 12410.25.5.F; DON CHRM 410.7.D
- 053 00 004 Are career development opportunities provided for individual employees' competency development, at the appropriate time in their career progression.  
Reference  
DoDI 1400.25 Vol 410.3.A; SECNAV 12250.6A, 17 Jan 2013; DON Civilian HR Roles and Responsibilities, 25 April 2013
- 053 00 005 Is training properly documented or retained?  
Reference  
5 CFR 410.601; DON Civilian HR Roles and Responsibilities, 25 April 2013

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- 053 00 006 Are employees selected for training and development on the basis of needs and requirements identified in performance appraisals, position function changes, formal career program requirements, regulatory issuances, strategic planning documents, and approved individual and organization development plans.  
Reference  
5 CFR 410.306, 410.307 and 410.308; DoDI 1400.25 Vol 410.3.A; DON CHRM 410.4.C
- 053 00 007 Is training in government facilities/non-government facilities within policy criteria?  
Reference  
5 CFR 410.201.A
- 053 00 008 Is mandatory training provided and tracked?  
Reference  
5 CFR 410.202.A DON Civilian HR Roles and Responsibilities, 25 April 2013
- 053 00 009 Are training agreements properly administered/documentated?  
Reference  
5 CFR 410.309 and 410.310; DoDI 1400.25 Vol 410; DON CHRM 410.5.F
- 053 00 010 Do new supervisors serving probationary periods have individual development plans?  
Reference  
5 CFR 412; DoDI 1400.25 vol 410; DON CHRM 410.4.B
- 053 00 011 Are reasonable accommodations given to handicapped employees attending training?  
Reference  
5 CFR 410.302A.2; DoDI 1400.25 Vol 410; DON CHRM 410.4.B
- 053 00 012 Does the Command submit at least semi-annual reports to CMC (MPC-30) on the Career Leadership Development (CLD), Acculturation and ADP Program?  
Reference  
MCO 12410.2.5.B
- 053 00 013 Do participants in formal training and development programs have mentors?  
Reference  
DoDI 1400.25 Vol 410; MCO 12410.24.3.A; MCO 12410.24.4.G.3 and 4

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- 053 00 014 Does each Civilian Marine have an Individual Development Plan (IDP)?  
Reference  
DODI 1400.25 Vol 410; DON Civilian HR Roles and Responsibilities, 25 April 2013; MCO 12410.24.3.A
- 053 00 015 Does the command follow published policy for civilian training, education and career development?  
Reference  
DoDI 1400.25 Vol 410; SECNAV 12410.25.5.F
- 053 00 016 Do command job announcements include leadership competencies for supervisors and managers in the knowledge, skills, and abilities requirements for selecting employees?  
Reference  
DoDI 1400.25 Vol 410; MCO 12410.24.3.D
- 053 00 017 Do commands offer Alternative Dispute Resolution (ADR) opportunity for civilian workforce to address workforce and EEO complaints?  
Reference  
SECNAV 5800.13A; SECNAV 12250.6A; DON CHRM 1614.1, FEB 06; 29 CFR, part 1614
- 053 00 018 Does each command formally designate an activity dispute resolution specialist at local installations?  
Reference  
SECNAV 5800.13A
- 053 00 019 Does the command use ADR tracking system to document ADR cases?  
Reference  
SECNAVINST 5800.13A; DON Civilian HR Roles and Responsibilities, 25 April 2013
- 053 00 020 Do Human Resources Advisors have unfettered access to commanders, activity heads, managers and staffs to provide civilian human resources technical advice and counsel on any matter or issue directed to those leaders?  
Reference  
SECNAV 12250.6A
- 053 00 021 Are Human Resources Advisors able to volunteer their technical advice and counsel to commanders, activity heads, managers, and staff on any matter which they determine should be brought to their attention?  
Reference  
SECNAV 12250.6A